

*State of Rhode Island
Department of Administration*

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
State Departments and Agencies

DATE: July 17, 2000

FROM: Robert A. Poll, Associate Controller

SUBJECT: FY 2001 EXCEPTION HOURS REPORT SCHEDULE

Attached is the Payroll Attendance Report (PAR) calendar for fiscal year ending June 30, 2001.

Please distribute copies of this information to the appropriate personnel.

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Attachment
CPO:01-01

State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

SCHEDULE FOR SUBMITTING EXCEPTION HOURS REPORT
TO THE STATE CONTROLLER'S OFFICE
FOR FISCAL YEAR ENDING JUNE 30, 2001

Pay Period #	Bi-Weekly Payroll Period Ending (Saturday)		Transmit to Central Payroll		Payday (Friday)	
1	July	1	July	3	July	7
2	July	15	July	17	July	21 +
3	July	29	July	31	August	4
4	August	12	August	15	August	18 +
5	August	26	August	28	September	1
6	September	9	September	11	September	15 +
7	September	23	September	25	September	29
8	October	7	October	10	October	13 +
9	October	21	October	23	October	27
10	November	4	November	6	November	10 +
11	November	18	November	20	November	24
12	December	2	December	4	December	8 +
13	December	16	December	18	December	22
14	December	30	January	2	January	5 +
15	January	13	January	16	January	19
16	January	27	January	29	February	2 +
17	February	10	February	12	February	16
18	February	24	February	26	March	2 +
19	March	10	March	12	March	16
20	March	24	March	26	March	30 +
21	April	7	April	9	April	13
22	April	21	April	23	April	27 +
23	May	5	May	7	May	11
24	May	19	May	21	May	25 +
25	June	2	June	4	June	8
26	June	16	June	18	June	22 +

+ = Payday for "Special Contract Employees."

*****PLEASE NOTE*****

Every effort must be made to transit payrolls prior to or by the close of business on the Monday following the end of the payroll ending date. If a holiday occurs on the Monday following the payroll ending date, the payroll **MUST** be transmitted on Tuesday. If a holiday occurs on the Tuesday following the payroll ending date, payroll transmittal **MUST** be made on the Monday following the payroll ending date.

